

**U.S. Department of Energy**  
**Washington, D.C.**

**PAGE CHANGE**

DOE O 541.1 Chg 1

7-25-96

**SUBJECT: APPOINTMENT OF CONTRACTING OFFICERS  
AND CONTRACTING OFFICER REPRESENTATIVES**

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1. **PURPOSE.** To transmit revised pages to DOE O 541.1, APPOINTMENT OF CONTRACTING OFFICERS AND CONTRACTING OFFICER REPRESENTATIVES, of 4-30-96.
2. **EXPLANATION OF CHANGES.** Paragraph 4.j.(3) has been deleted in its entirety from the Order.
3. **FILING INSTRUCTIONS.**

a.	<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
	3 to 4	4-30-96	3	4-30-96
			4	7-25-96

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- b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM  
Assistant Secretary for  
Human Resources and Administration

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**Distribution:**  
All Departmental Elements

**Initiated By:**  
Deputy Assistant Secretary for  
Procurement and Assistance Management

- c. Contracting officers shall comply with applicable requirements in statutes, regulations, Executive Orders, Policy Letters of the Office of Federal Procurement Policy, DOE Acquisition Letters and Financial Assistance Letters, and DOE Directives.
- d. All contracting officers are required to file either a Confidential Financial Disclosure Report (SF 450) or a Public Financial Disclosure Report (SF 278). If a nominee has not previously filed a financial disclosure report, upon being nominated, one must be filed for review by local field counsel (for field employees) or the Office of Assistant General Counsel for General Law (for headquarters employees). A financial disclosure report is required as a part of the appointment process only if the employee has **not** previously filed a new entrant or the most recent annual report.
- e. Supervisors of positions to be occupied by a contracting officer appointed on Certificate of Appointment, Standard Form 1402 (SF 1402) shall:
  - (1) Review a personal qualifications statement prepared and signed by the nominee contracting officer.
  - (2) Complete and sign a Recommendation for Appointment document for each nominee (see format example, Attachment 4). The document shall include a statement to the effect that there is a clear and convincing need to appoint a contracting officer for reasons identified in the document.
- f. All SF 1402 certificates shall be signed by the HCA; this authority shall not be redelegated.
- g. A contracting officer whose authority is limited to the micro-purchase threshold at FAR 13.6 shall be appointed in writing in accordance with procedures established by the HCA. This requirement does not apply to the purchases and purchase methods set forth at paragraph 3b.
- h. A contracting officer whose authority is limited to Government Purchase Card (IMPAC) program purchases not to exceed \$25,000 per transaction shall be appointed in writing in accordance with procedures established by the HCA.
- i. Unless exempt in the FAR, DOE employees, and those detailed to DOE, with contracting authority shall comply with the procurement integrity requirements of FAR section 3.104.
- j. Each contracting activity shall issue an internal directive or other issuance on contracting officer authorities which:

- (1) Establishes and maintains an up-to-date data base of the contracting activity's contracting officers and contracting officer representatives by name or by position.
  - (2) Identifies the limitations on each of the identified personnel.
- Vertical line denotes change.
- k. When signing as a contracting officer, the title "contracting officer" shall be written, beneath or appropriately near the signature.
  - l. An individual designated by a contracting officer to be a contracting officer's representative must have completed a minimum of 24 hours of formal education in basic Government procurement or contract administration or have at least one year's experience as a contracting officer's representative at a Federal agency. All contracting officer's representative designations shall be by name and position title.
  - m. Documentation is required as follows:
    - (1) Qualification statements for the appointment of contracting officers shall include, as a minimum, the following.
      - (a) A description of formal education completed and degrees earned.
      - (b) A list of:
        - 1 training completed in business administration, law, accounting, or related fields;
        - 2 specialized courses completed in Government acquisition, assistance instruments, and sales.
      - (c) A schedule of courses required to meet minimum qualifications.
      - (d) A list of professional affiliations.
      - (e) A description of previous related experience.
      - (f) A list of previous appointments as a contracting officer and the appointing organization.

Vertical line denotes change.